

*Status:* Active

*DOE Lead:* Liaison & Communications Program (NTP-AL; Judith Holm @ 505-845-4767)

*Start Date:* April 1998

*End Date:*

*Purpose:*

The TEC/WG has been instrumental in reviewing and providing input on DOE-developed information products on transportation, emergency preparedness and training. TEC/WG has reviewed products under *Task Plan PI-8 General Information Products*. At the January 1998 meeting the Group recommended that a new Topic Group be convened to strategically examine the DOE communications process and tools for communicating with various publics with an interest in DOE shipments of radioactive materials. This Group is also a result of the DOE Senior Executive Transportation Forum's *Action Plan 98-03: Public Outreach Strategies*.

*Approach:*

The Communications Topic Group will convene by conference call and by in-person meetings and develop recommendations and/or products for discussion by the larger TEC/WG. The Topic Group includes TEC/WG Members and Senior DOE Program Managers and DOE staff that support the DOE Senior Executive Transportation Forum.

Initially, this Topic Group addressed the following issues: DOE communications process (internal and external); different roles and responsibilities for communicating with different publics; new and improved tools for communicating with different publics; and delivery systems. TEC/WG also expressed a great deal of interest in reviewing and commenting on the ongoing development of EM-30 material disposition maps and other materials related to the Accelerating Cleanup: Paths to Closure Report (Draft February 1998).

*Schedule:*

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| 1/98  | The General Planning Breakout Sessions recommended the addition of a Communications Topic Group to specifically focus on communicating with various publics and to recommend new communication tools and products.   |
| 4/98  | <i>New Task Plan</i> will be proposed by the Communications Topic Group and will be reviewed and accepted/activated at the July 1998 meeting. Topic Group completed first conference call.   |
| 7/98  | The Topic Group met at the July 1998 TEC/WG meeting. Issues to be addressed by the Topic Group have been revisited. In addition to the above mentioned topics, the Group agreed to address the following: the development of a Standing Review Group; the issue of local notification; the development of a National Transportation Communications Plan; and a survey of transportation information user/provider s. The Group provided extensive comments on several DOE-developed documents including: a set of transportation fact sheets and a transportation contacts brochure. |
| 9/98  | During a conference call the Topic Group discussed the DOE Senior Executive Transportation Forum's activities as they relate to communications, developed a standardized document review sheet, and discussed the ongoing local notification survey and paper and the user/provider survey.  |
| 11/98 | During a conference call the Topic Group reviewed the above items. They also reviewed DOE's document approval and printing process and recommended that DOE develop a Standing Review Committee to review and comment on all written transportation materials. The National Transportation Program's Draft Communication Plan was outlined.  |

- 2/99      The Topic Group met at the January 1999 TEC/WG meeting in Philadelphia. The Topic Group covered a wide range of topics including: an update on the Senior Executive Forum; the development of the DOE Transportation Protocols; an update on research for the development of an DOE "Umbrella grant"; the Local Government Notification Survey; the Transportation Resource Exchange Center; Fact/Information Matrices; a standing review group; and a National Transportation Communication Plan.
- 7/99      Group held ongoing series of monthly conference calls in 1999; will meet during TEC/WG meeting in Philadelphia on July 13, 1999.